Fred Mickle addressed questions regarding the delay of the web version of COMPASS which is now expected mid-March.

As most of the participants had attended the January 29th Tech Prep meeting, Fred Mickle briefly reviewed the current COMPASS license and discussed requirements for adding additional sites. Question raised if adding additional sites would increase the base license fee. Fred Mickle said there would not be an increase. Blank copies of the license were distributed to each campus to update site and contact information.

Fred Mickle briefly covered the e-write product which runs on 3.2 version minimum.

Discussion followed on hardware requirements for COMPASS. Campuses expressed a desire to standardize the version of COMPASS used across the system.

**Recommendation:** All campuses’ hardware/software be updated as necessary to support the web based Internet version of COMPASS.

**Question was raised concerning difficulty of running COMPASS on Windows XP.** Fred Mickle said he would check.

Copies of the Concordant ACT Assessment, COMPASS and ASSET Scores were distributed.

Fred Mickle will send his PowerPoint presentation on e-write as well as a list of hardware/software requirements to Cheryl Chappell-Long for further distribution.
Systemwide agreements contained in the 1997 and 1998 memos

Issues Discussed:

- Math Testing Sequence
- Use of Calculators
- Retesting
- Shelf Life

Math Testing Sequence: The 1997/1998 memos state that, “all I students will start at pre-algebra test level.”

**Recommendation:** Students should be allowed to self-select the starting level in the math sequence.

Use of Calculators:

**Recommendation:** Should be determined by the COMPASS software used. Students will use the pull down version of the calculators embedded in the software or if permitted to use separate, handheld calculators, the Test Coordinators will monitor use abiding by the directions on the COMPASS website.

Retesting: The issues contained in the 1997/1998 memos, costs (units and labor), referral policy, and fees, remain. Discussion centered on that the decision to use 120 days was arbitrary and not research based. One campus recommended 60 days. Another campus thought they would be “swamped” with 60 days. A third campus recommended 60 days for math and 120 for English. A fourth campus recommended 3 weeks but only two times in a twelve month period. For Test Coordinators, retesting is a workload issue. Discussion and questions of how prevalent is retesting. Data on retesting and justification for retesting has not been collected, analyzed, and reviewed. **No Recommendation.**

Shelf Life: DOI COMPASS related polices agreed to 9/18/03 state that “Colleges will adopt in common a two year ‘shelf life’ for COMPASS scores. Scores will be archived on the 2nd year anniversary of the test. There was general agreement on archiving the scores. One campus suggested that consideration be given to archiving math scores after one year. Another campus suggested that English scores not be archived. Data needs to be collected and analyzed to support change. **No Recommendation.**

General Discussion:

Additional pertinent and important issues were discussed including hardware setup and configuration, best practices, and identification checking. This proceedings document initiates the list serv for the Testing Coordinators.

Test Coordinator Meeting:

The meeting of the UHCC Test Coordinators was valuable and productive. Test Coordinators thank the Chancellors and Deans of Instruction for supporting the meeting and request to meet on a regular basis.

**Recommendation:** Meetings once or twice a year in person with polycom meetings in between.